

Performance Assessment and Merit Allocation Overview for Academic Leaders and Academic Staff

The following applies to all academic staff eligible for McGill Academic Salary Policy.

Performance assessment for academic staff occurs annually as a way for Deans and Directors to assess the success and achievements of their academic colleagues in relation to their work and contributions over a given reference period. Performance assessment for a reference period determines a colleague's annual merit allocation: the strongest performers are assigned the highest merit category whereas colleagues who have not met objectives or performed below expectations are assigned lower merit scores. Each merit category (1 to 5) is connected to the merit-based salary adjustment set out within the Academic Salary Policy that takes effect 1 June each year.

Each Department, as defined in the Academic Salary Policy, will inform their members of academic staff of the evaluation tools and expectations for the annual performance review and merit exercise.

Faculties have flexibility as to the process for evaluating performance and assigning merit. In some instances, a Department or Faculty level committee oversees the process and makes recommendations to the Dean for implementation. In others, the Chair/Director (or, in the case of Faculties without Departments, the Dean or Vice-Dean) does this work on their own. The University, as well as Faculties, should reflect on the performance assessment and merit allocation exercise on an ongoing basis and revise criteria where appropriate.

There can be variability in the weight assigned to different academic activities, and this is typically determined at the Faculty level. Teaching, research, and service can be given equal weighting in the performance assessment review process.

Variations across units as to the process for assessing performance and the weighting of academic activities are acceptable provided that the following principles are consistently applied:

- Performance assessment must be aligned with a staff member's assigned academic duties as defined by relevant Regulations for [tenure-track and tenured faculty](#), [librarians](#) and [contract academic](#).
- Those charged with evaluating academic performance for merit must do so on the basis of information set out in the staff member's annual [Activity Report](#), including details that explain and

effectively carry out assigned duties, notably related to teaching and service) can complement the contents of the Activity Report of the purposes of assessing academic performance and assigning merit.

- Assessments must be premised on expectations that are reasonable in light of career stage (e.g.,